

INSTALLATION STATUS REPORT (ISR)

RECREATION FACILITIES

PROPONENT: US ARMY COMMUNITY & FAMILY SUPPORT CTR, CFSC-SP (703) 681-7431/DSN 761-7431

**REVISION DATE: 30 SEPTEMBER 2002
FOR USE WITH THE 2003 ISR DATA COLLECTION**

INCLUDES THE FOLLOWING FCG(s):

- **F74010 - GENERAL PURPOSE AUDITORIUMS (SF)***
- **F74011 - BOWLING FACILITIES (SF)**
- **F74012 - EATING FACILITIES NOT PX MANAGED (SF)**
- **F74022 - NON-AUTO SKILL CENTER FACILITIES (SF)**
- **F74024 - AUTOMOTIVE SKILL CENTERS (SF)**
- **F74033 - COMMUNITY SERVICE CENTER (SF)**
- **F74041 - LIBRARY FACILITIES (SF)**
- **F74046 - OPEN DINING FACILITIES (Including Theme Concepts) (SF)**
- **F74065 - RECREATIONAL EQUIPMENT CHECKOUT (SF)**
- **F74066 - YOUTH SUPPORT FACILITIES (SF)**
- **F74068 - RECREATION CENTER (SF)**

STANDARDS BOOKLET

BOOKLET 51

* FCG Unit of Measure. Refer to *Implementing Instructions*, Appendix G, for definition.

ISR FACILITY INSPECTION INSTRUCTIONS

1. Select the appropriate inspection worksheet and rating standards booklet to evaluate your facility (the appropriate booklet number is identified in the upper right corner of the worksheet). Only use worksheets that have been produced by the current ISR1 software, i.e., barcodes and correct installation and facility information are printed at the top of the page. In particular, verify that the building number on the worksheet matches that of the facility you are inspecting, and the Facility Category Group (FCG) description on the worksheet matches the space you will be rating in the facility (some facilities consist of space from several FCGs, each of which will require a separate worksheet and associated rating booklet).
2. At the top of the inspection worksheet, enter Inspector name and phone number, and the date completed.
3. Rate each component on the inspection worksheet by selecting the color rating that BEST FITS the component being evaluated. First look at the picture in the standards booklet, then at the rating elements under each color to determine which color best describes the overall condition of the component being rated. Then place an "X" in the appropriate box on the inspection worksheet. If an inspection component is not in the facility and it is not needed, place an "X" in the "N/A" box for that component. If an inspection component is not in the facility and it is needed, rate that component as RED.
4. RED ratings require comment. For every component that is rated RED, write a brief explanation in the space provided on the inspection worksheet. For each RED rating, consider submitting a work order to correct the deficiency.
5. Sum the number of "X"s in each column and record each total on the line designated at the bottom of the column.
6. Identify the Overall Quality Rating. The Overall Quality Rating is the color that received the most ratings among the inspected components. This was calculated in Step 5 above. If there is a tie for the most color ratings, then the lower color rating prevails and is the Overall Quality Rating for the facility. Circle the appropriate Overall Color Rating choice in the upper right hand corner of the worksheet.
7. Optional: write a brief comment concerning any facility location issues, such as location of the facility on the installation, proximity to related facilities, and appropriate vehicle access. Continue on the reverse of the inspection worksheet if needed.
8. Optional: write a brief comment concerning any environmental, health, safety, and historic preservation issues. Continue on the reverse of the inspection worksheet if needed.
9. Have the unit commander or activity director review and sign the inspection worksheet, and add any desired comment.

COMMUNITY FACILITY WORKSHEET
(Use with Booklet #51)
RECREATION FACILITIES

Overall Quality Rating
(Circle One):

Green Amber Red

Facility Number:
Facility User UIC:
Facility Category Group:
Unit of Measure:

Installation
Number:

Inspector:

Date Completed:

Phone #:

FACILITY CONDITION ASSESSMENT

Condition of Each Component

Place an "X" in the box that applies to each component.

Inspection Component	GREEN	AMBER	RED	N/A
Common Building Areas				
1. Site & Grounds	[]	[]	[]	[]
2. Parking	[]	[]	[]	[]
3. Building Exterior	[]	[]	[]	[]
4. Loading Dock	[]	[]	[]	[]
5. Lobby	[]	[]	[]	[]
6. Administrative Areas	[]	[]	[]	[]
7. Stairs	[]	[]	[]	[]
8. Corridors	[]	[]	[]	[]
9. Toilets	[]	[]	[]	[]
10. Utilities	[]	[]	[]	[]
11. Lounge	[]	[]	[]	[]
12. Vending Machine Area	[]	[]	[]	[]
Facility Specific Areas				
13. Music And Theater	[]	[]	[]	[]
14. Automotive Skills Center	[]	[]	[]	[]
15. Arts And Crafts Center	[]	[]	[]	[]
16. Youth Center	[]	[]	[]	[]
17. Library	[]	[]	[]	[]
18. Recreation Center	[]	[]	[]	[]
19. Clubs	[]	[]	[]	[]
20. Bowling Center	[]	[]	[]	[]
21. Eating Facilities	[]	[]	[]	[]
22. Equipment Checkout Center	[]	[]	[]	[]
Overall Quality Rating:	[]	[]	[]	

Mark the color with the greatest number of "X"s. If two or more colors have equal number of "X"s, choose the worst color rating.

Red Rating Explanation:

Location Comment:

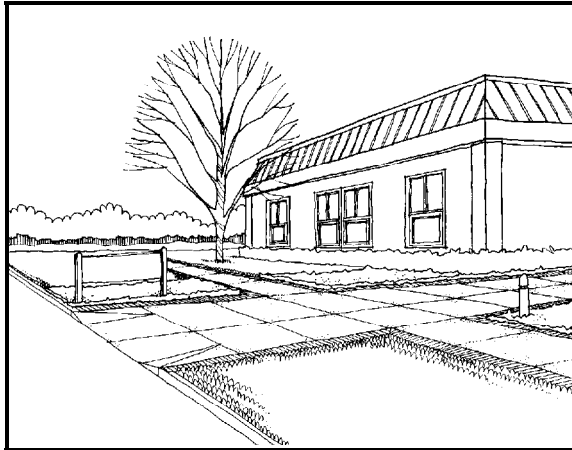
Environmental, Health, Safety, & Preservation (EHSP) Comment:

COMMANDER/DIRECTOR SIGNATURE

RECREATION FACILITIES STANDARDS BOOKLET

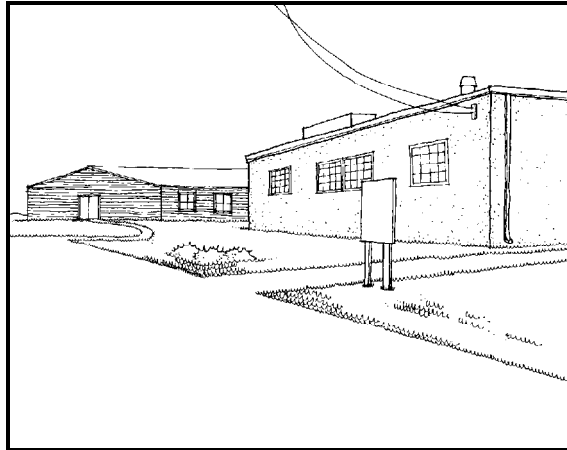
SITE & GROUNDS

GREEN



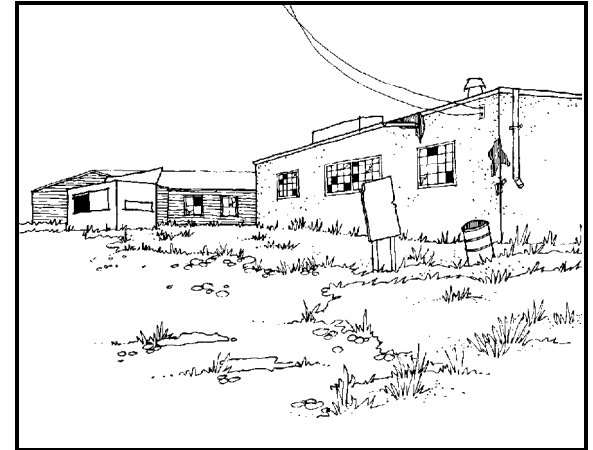
- Landscape fully developed, appropriate to the area, & easy to maintain
- Curb, gutter, & paved sidewalk installed with paved sidewalk from parking to facility
- Utility services and equipment appropriately screened
- Site handicapped accessible
- Dumpster appropriately screened
- Site lighting properly placed and functional
- Surrounded by compatible activities or transition through use of landscaping and site development

AMBER



- Minimal landscaping
- Sidewalks installed, gravel walkways from parking to facility
- Utility service lines and equipment orderly in appearance
- Some handicap provisions
- Dumpster located in service area
- Site lighting provided
- Incompatible surrounding activities have minor impact

RED

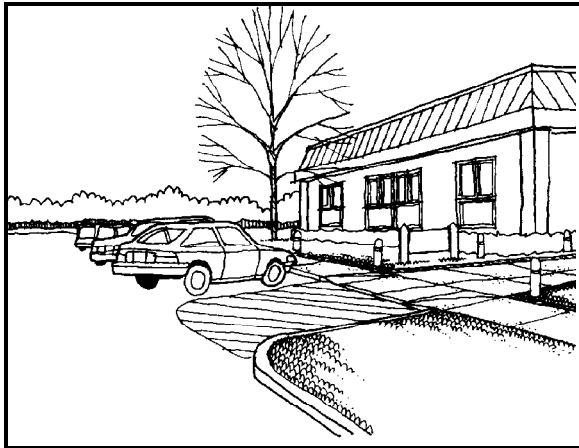


- Poorly developed or no landscaping with poor drainage
- Sidewalks in disrepair or not installed, no walkways from parking to facility
- Utility service lines and equipment exposed and disorderly
- No provision for the handicapped
- Dumpster not screened
- Damaged, inadequate, or no lighting
- Impacted by surrounding incompatible activities

RECREATION FACILITIES STANDARDS BOOKLET

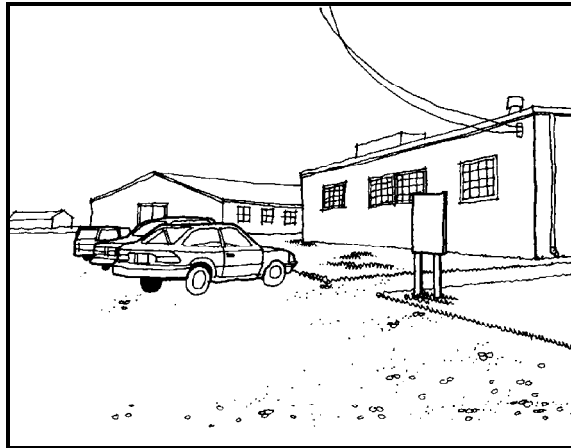
PARKING

GREEN



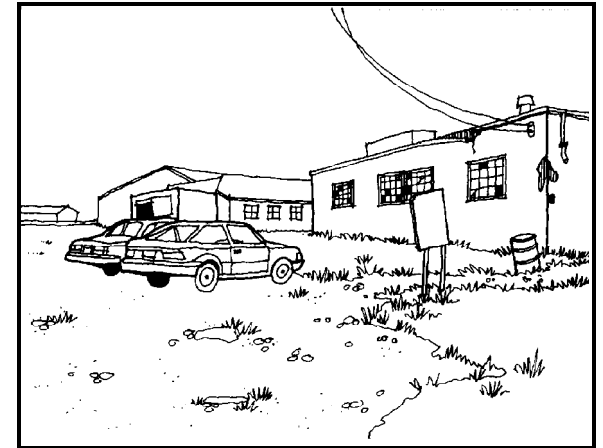
- Smooth, level pavement without large holes or cracks
- Parking spaces adequately sized and marked
- Drainage adequate
- Parking close to facility
- Handicapped parking provided
- High efficiency site lighting
- Adequate parking for all employees and visitors
- Site fully developed with landscaping and site features

AMBER



- Uneven pavement with large holes or cracks
- Parking spaces marked on pavement and are small
- Some drainage problems
- Parking within the vicinity of the facility
- Limited handicapped parking
- Site lighting provided
- Adequate parking for most employees and visitors
- Site includes some design features

RED

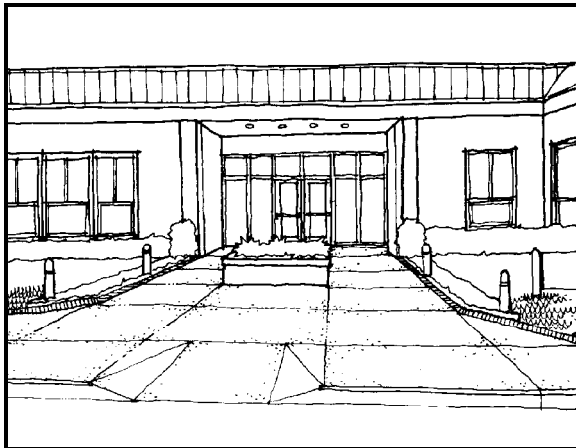


- Unpaved
- Parking spaces not identified
- Drainage problems
- No parking within the vicinity of the facility
- No handicapped parking
- No site lighting
- Inadequate parking for employees and visitors
- Open lot without distinguishing features

RECREATION FACILITIES STANDARDS BOOKLET

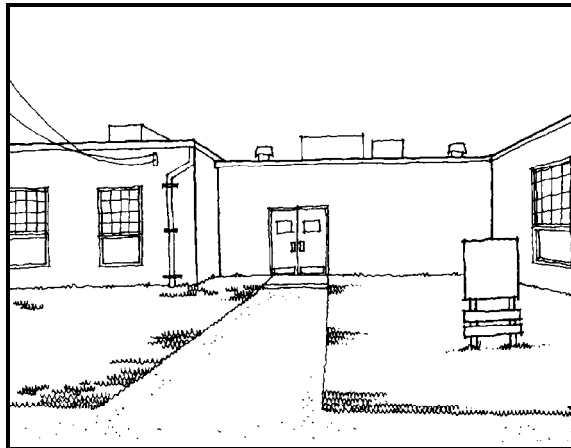
BUILDING EXTERIOR

GREEN



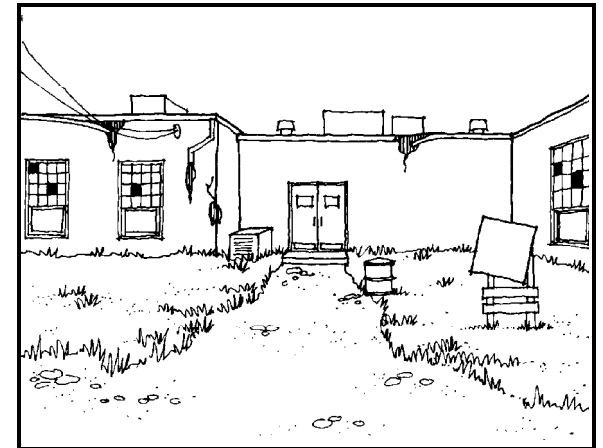
- Walls, windows and doors in sound condition
- Roof in good repair and fits architectural theme
- Gutters & down spouts function and fit design theme
- Entry emphasized by design
- Full handicapped access integral part of design
- Exterior components, colors and materials have a coordinated design theme and are in good condition
- Mechanical equipment screened in keeping with building design
- Entrances well lit
- Exterior signage clearly visible and readable

AMBER



- Windows, doors, & structure in good repair
- Roof in good shape
- Gutters and down spouts in good repair
- Entry in good repair
- Handicapped access in place
- Walls in good repair and painted
- Mechanical equipment painted to match building color
- Entrance lighting insufficient
- Exterior signage exists, not clearly visible

RED

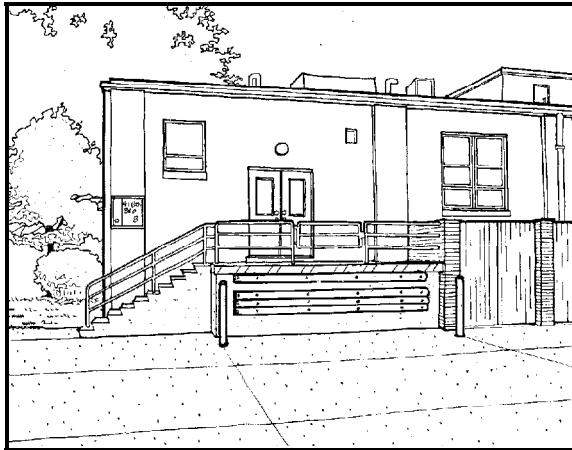


- Windows, doors, & siding broken or missing
- Roof leaks
- Gutter and down spouts missing or broken
- Entry in disrepair
- Building inaccessible to handicapped
- Exterior walls have cracks and need painting
- Unscreened mechanical equipment
- No entrance lighting
- Inadequate exterior signage

RECREATION FACILITIES STANDARDS BOOKLET

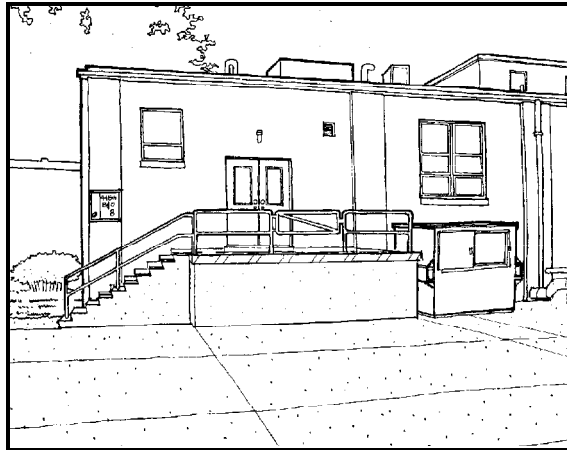
LOADING DOCK

GREEN



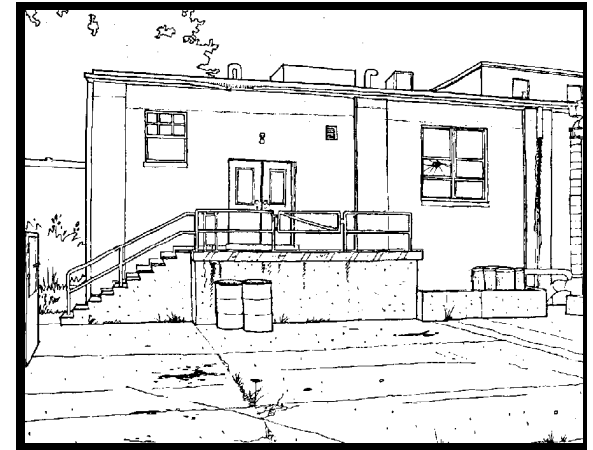
- Loading dock well lit
- Loading dock easily accessible for deliveries
- Permanent exterior finishes have a coordinated design and are in good condition
- Dumpster screen incorporated into loading dock area design
- Building utility lines concealed

AMBER



- Lighting insufficient
- Loading dock accessible
- Building trim, gutters, down spouts, etc., in good repair
- Dumpster located inconspicuously
- Building mechanical equipment partially screened or painted

RED

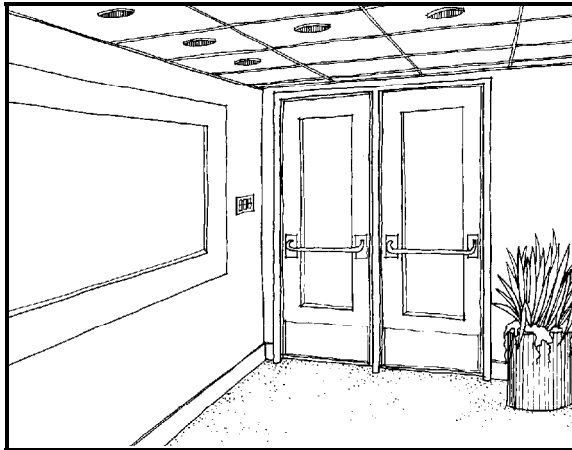


- No lighting
- Loading dock not fully accessible
- Deteriorated gutters, down spouts, and building finishes
- Dumpster and other equipment do not relate to primary building color
- Building equipment and utility lines unsightly and disorderly

RECREATION FACILITIES STANDARDS BOOKLET

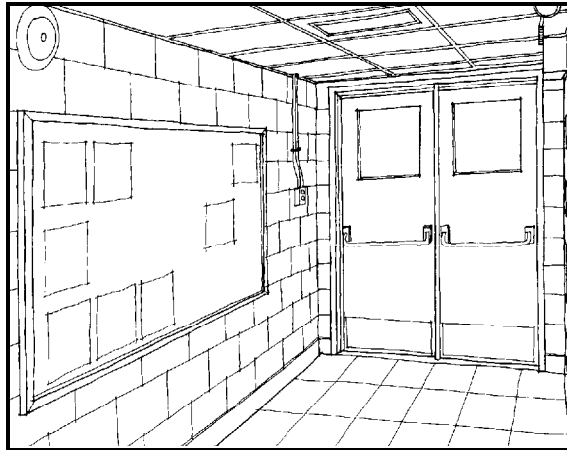
LOBBY

GREEN



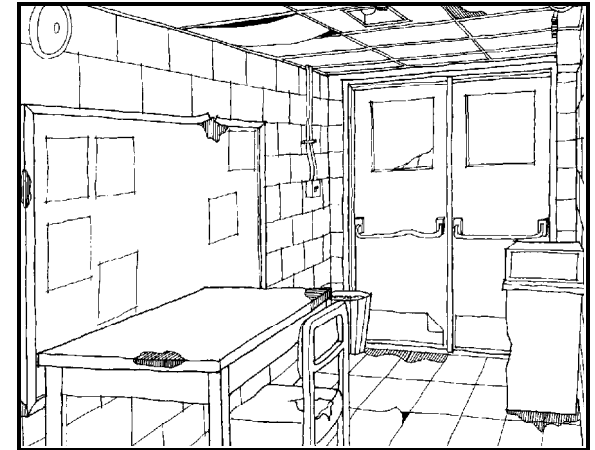
- Durable wall covering with ample, properly placed electrical fixtures
- Quality ceiling with ample integrated lighting system and emergency lights for operations
- Coherent, complete and modern design of colors, material, and finishes which are consistent throughout the facility
- Coordinated signage with building directory in lobby

AMBER



- Walls in good repair, electrical conduits covered to match wall colors
- Ceiling in good repair with sufficient lighting
- Attractive arrangement of room colors
- Signage minimal

RED

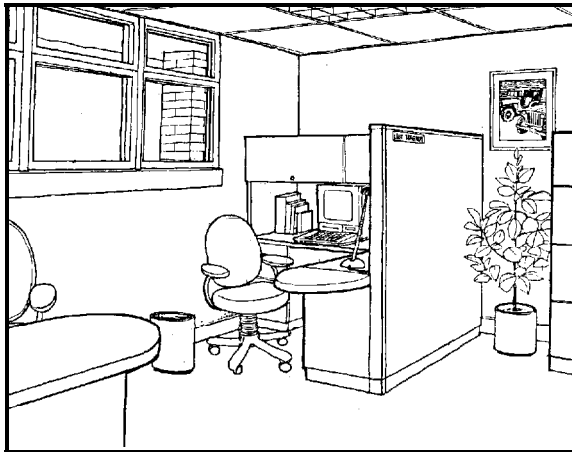


- Damaged wall covering, exposed conduit and cord run down the wall
- Damaged and stained ceiling with insufficient or poor lighting
- Disjointed combination of room colors
- No or poor signage

RECREATION FACILITIES STANDARDS BOOKLET

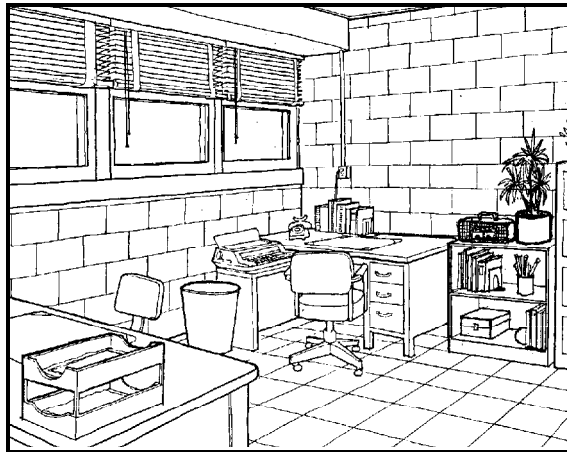
ADMINISTRATIVE AREAS

GREEN



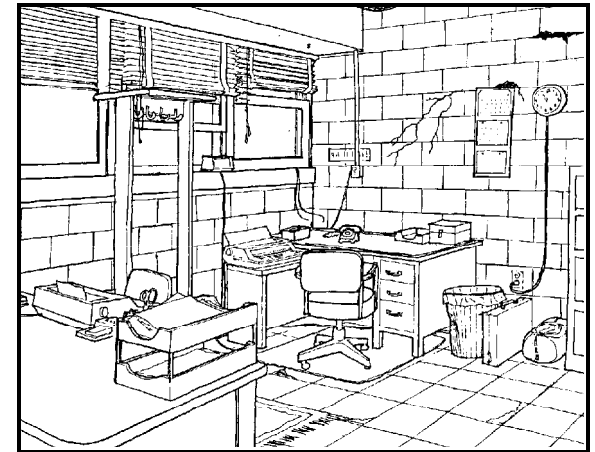
- Floor and wall materials of durable materials with complete finish details
- Quality ceiling with integrated lighting system
- Flexible, efficient layout with separate space requirements satisfied
- Complete, coherent and modern interior design of coordinated colors, materials, and finishes which are consistent throughout the facility.
- Sufficient associated storage
- Heating, ventilation and air conditioning (HVAC) system maintains normal comfort cooling and heating

AMBER



- Good floor and walls with electrical conduit covered to match wall color
- Ceiling in good repair with appropriate lighting
- Satisfactory layout of space
- Attractive arrangement of colors and materials which are consistent throughout the facility
- Inadequate storage space causes minor clutter in work areas
- HVAC has some areas outside normal comfort cooling and heating

RED

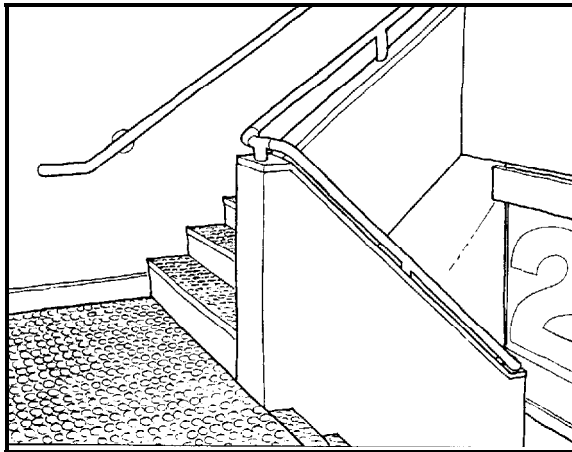


- Damaged or stained floor and walls, exposed electrical conduit and cords
- Damaged ceiling and inadequate lighting
- Poor, inefficient layout of building space
- Disjointed combination of room colors, and materials, incomplete in detail
- Inadequate storage space causes major clutter and reduces efficiency
- HVAC does not maintain normal comfort cooling and heating

RECREATION FACILITIES STANDARDS BOOKLET

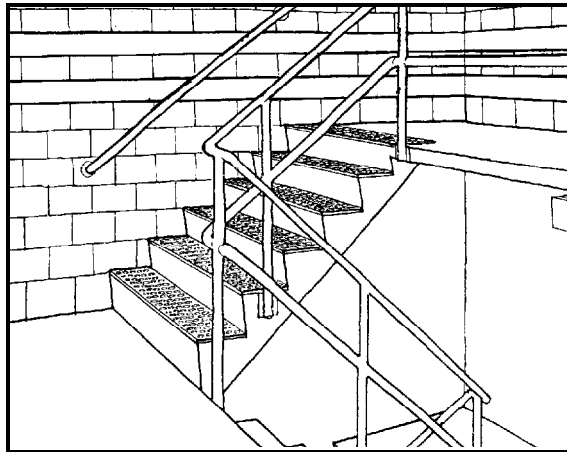
STAIRS

GREEN



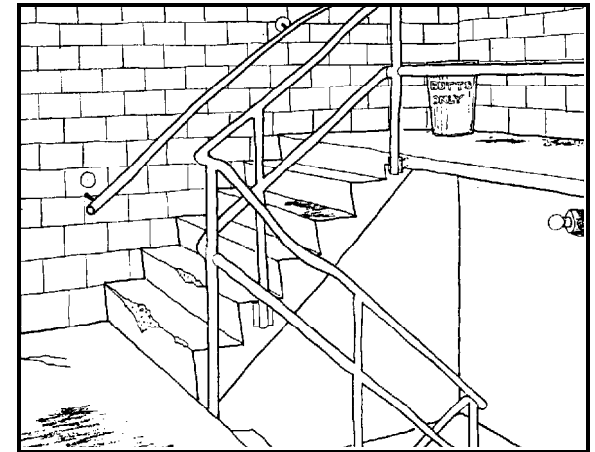
- Quality floor covering of landings and stairs with nonskid features
- Coordinated design of wall and ceiling colors, materials, finishes and handrail
- Design integrated lighting fixtures and emergency lighting
- Signage conforms to design

AMBER



- Landing and stairs free from defects with adequate skid protection
- Ceiling and walls in good repair
- Suitable lighting with emergency lights provided
- Signs to indicate floor number

RED

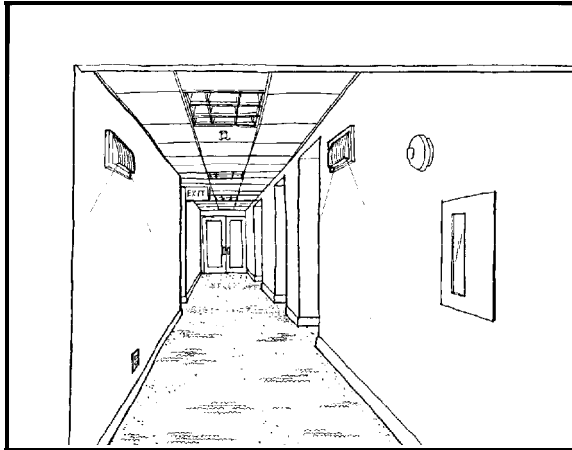


- Landing and stairs in need of repair
- Damaged walls and handrail, exposed conduit along walls
- Minimal lighting
- Poor or no signage

RECREATION FACILITIES STANDARDS BOOKLET

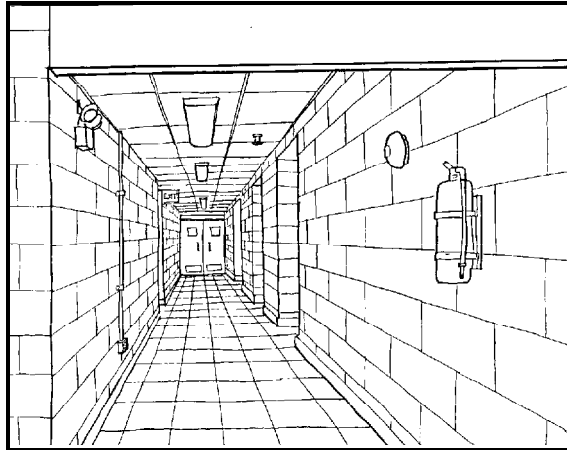
CORRIDORS

GREEN



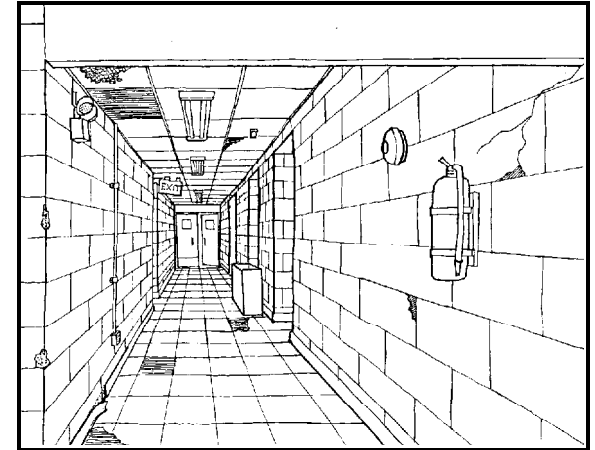
- Quality wall coverings and finishes with proper signage and electrical fixtures
- Integrated ceiling with lighting system
- Coordinated and modern design of colors, materials, fixtures and finishes which are consistent throughout the facility
- Corridors clear of obstructions

AMBER



- Wall covering in good shape, electrical conduit covered to match wall colors
- Ceiling in good repair with sufficient lighting
- Attractive arrangement of colors and materials which are consistent throughout the facility
- Corridor free of major obstructions

RED

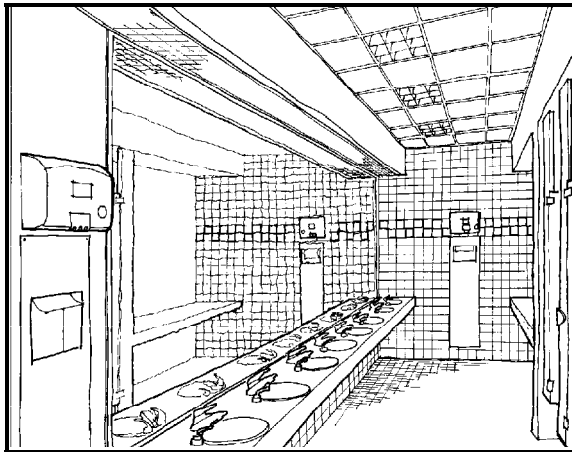


- Damaged wall covering, exposed conduit and piping along wall
- Damaged or stained ceiling with poor or inadequate lighting
- Mismatched assortment of colors and materials
- Corridor obstructed by public telephone, fire extinguisher, etc.

RECREATION FACILITIES STANDARDS BOOKLET

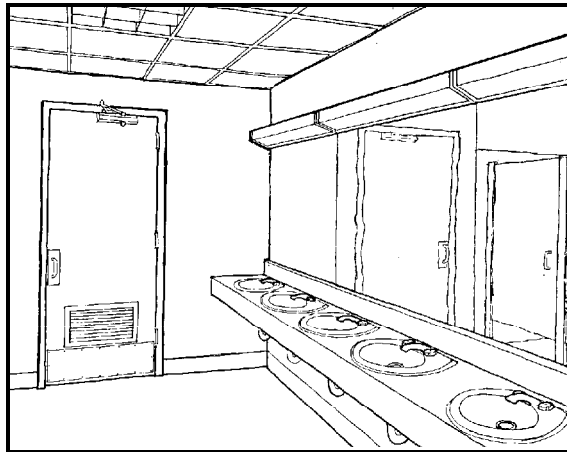
TOILETS

GREEN



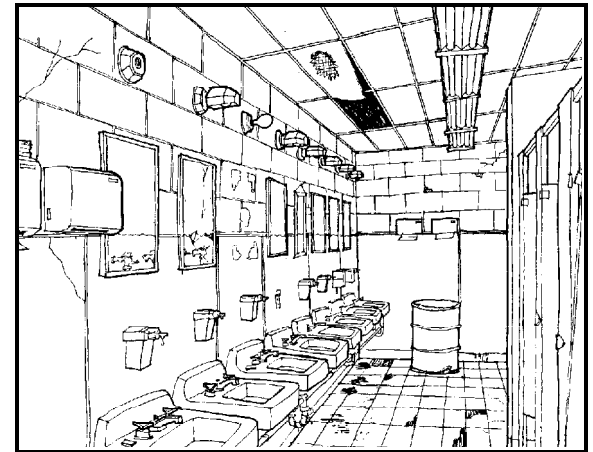
- Walls of quality, durable material, ample safety electrical outlets
- High quality ceiling with integrated lighting and ventilation
- Complete interior design of modern and coordinated colors, fixtures and finishes of durable, maintainable materials which are consistent throughout the facility
- Full handicapped accessibility
- Adequate facilities for population served
- Ample hot water and water pressure
- Built-in ventilation fan and sufficient electrical safety outlets

AMBER



- Wall covering in good state of repair, electrical conduit painted to match wall
- Ceiling in good repair with adequate lighting and ventilation
- Attractive arrangement of colors and materials, consistent throughout the facility, with all fixtures and finishes in good shape
- Some provisions made for handicapped accessibility
- Adequate facilities for population served
- Insufficient hot water or water pressure
- Built-in ventilation fan and insufficient number of electrical safety outlets

RED



- Floors and walls damaged and stained, exposed electrical conduit, piping, etc.
- Ceiling in disrepair, poor or insufficient lighting and ventilation
- Mismatched colors and finishes, some fixtures and components missing or damaged
- No handicapped accessibility
- Insufficient facilities for population served
- No hot water or water pressure
- No built-in ventilation fan and no or insufficient electrical safety outlets

RECREATION FACILITIES STANDARDS BOOKLET

UTILITIES

GREEN

- Modern and sufficient electrical outlets and system in good operation
- Water system with sufficient pressure and flow at all times
- Drainage system operates without leaks or blockages
- Sufficient and operable telephone system
- Heating, ventilation and air conditioning (HVAC) system maintains normal comfort cooling and heating

AMBER

- Adequate electrical outlets with few system failures
- Water system adequate with minor pressure and flow problems
- Drainage system has minor problems
- Adequate telephone system support
- HVAC has some areas outside normal comfort cooling and heating

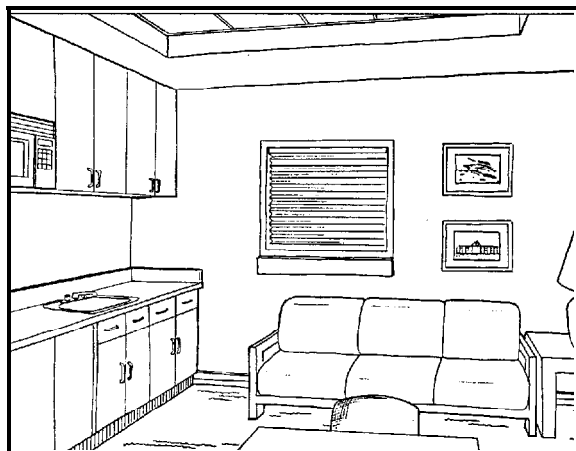
RED

- Inadequate electrical system with frequent failures
- Water system with leaks and pressure and flow problems
- Drainage system has frequent leaks and blockages
- Inadequate telephone system subject to failures
- HVAC does not maintain normal comfort cooling and heating

RECREATION FACILITIES STANDARDS BOOKLET

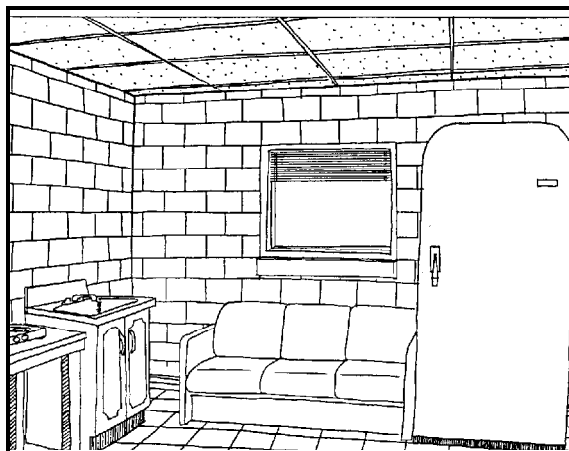
LOUNGE

GREEN



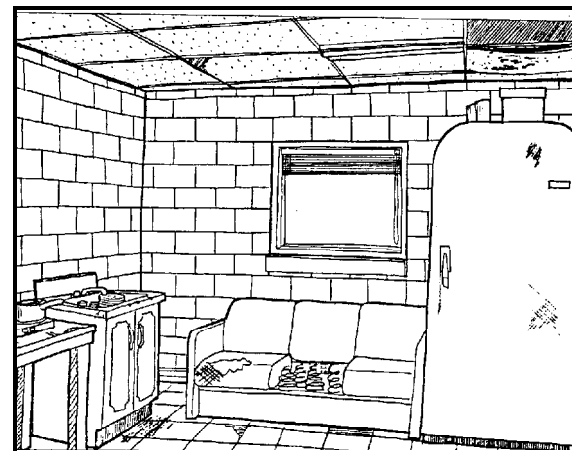
- Quality ceiling, wall, and flooring materials
- Coordinated and modern design of colors, materials, fixtures, and finishes which are consistent throughout the facility
- Fixtures, including counters and cabinets sized for youth in youth lounges and for adults in adult lounges
- Adequate, properly placed and concealed conduits and electrical fixtures

AMBER



- Floor and ceiling in good repair
- Attractive arrangement of colors and materials which are consistent throughout the facility
- Fixtures not properly sized for users
- Sufficient electrical fixtures and exposed conduit painted to match wall color

RED

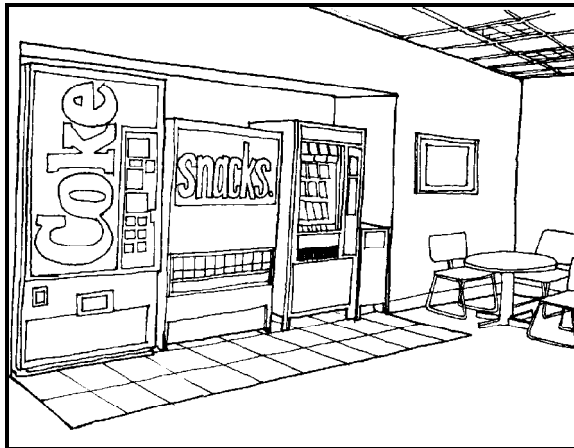


- Missing and damaged floor and ceiling material
- Mismatched room colors
- Insufficient electrical fixtures

RECREATION FACILITIES STANDARDS BOOKLET

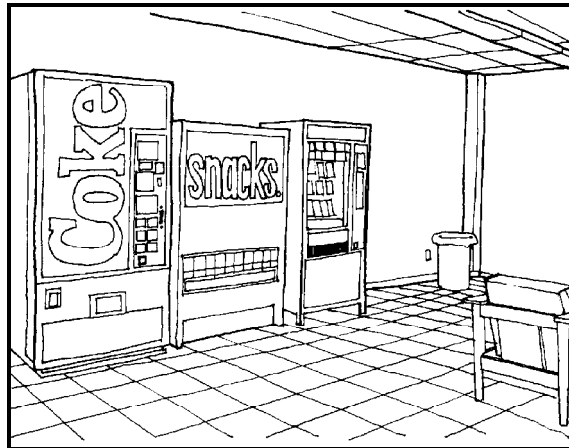
VENDING MACHINE AREA

GREEN



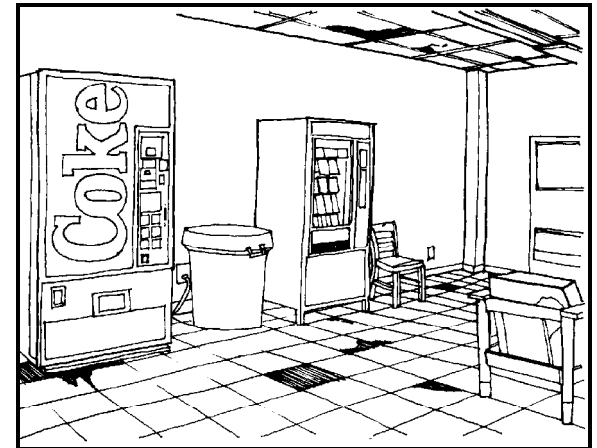
- Coordinated floor and wall coverings and finishes of quality material
- Prime ceiling installation with integrated lighting
- Machines located in appropriately designated area
- Signs coordinated with interior colors, materials
- Coordinated and modern design of colors, materials, fixtures, and finishes which are consistent throughout the facility

AMBER



- Floor and walls in good repair
- Ceiling in good repair with sufficient lighting
- Machines out of major traffic way
- Signage present
- Attractive arrangement of colors and materials which are consistent throughout the facility

RED



- Damaged and stained floor and wall covering
- Damaged and inadequate lights and ceiling
- Machines restrict traffic in crowded and noisy location
- No signage
- Disjointed combination of room colors

RECREATION FACILITIES STANDARDS BOOKLET

MUSIC AND THEATER

GREEN

- Auditorium: Professionally designed; proper acoustics; fully functional, integrated, automated audio, lighting systems
- Performance supporting areas: Separate dressing and pre-production preparation rooms; separate control room or area for lights, audio; separate set construction area with paint booth exhaust system; separate, securable box office with safe
- Music supporting areas: Individual, sound proof, well lighted rehearsal rooms; adequate power; securable check out area; all authorized installed equipment available; storage area secured, well organized, temperature controlled
- Adequate secured storage in all areas

AMBER

- Auditorium: Space converted; audio, light systems adequate
- Performance Supporting areas: Shared or common rooms for dressing, pre-production preparation; audio, lighting control underpowered; shared set construction area with paint booth; shared box office outside facility
- Music supporting areas: Individual rehearsal rooms; check out area available; most installed equipment available; storage area secured
- Limited or no storage in some or all separate areas; sufficient secured storage overall

RED

- Auditorium: No separate performance area
- Performance supporting areas: No separate areas for pre-production preparation; audio, lighting control area inadequate, unsafe; no set construction area; no box office
- Music supporting areas; no individual rehearsal rooms
- Insufficient storage overall

RECREATION FACILITIES STANDARDS BOOKLET

AUTOMOTIVE SKILLS CENTER

GREEN

- Appearance: Bays and work areas designed for ease of cleaning; separate, adequate storage available for parts, tools and materials; separate, secure lockers or cabinets installed for patron use
- Safety: Hazardous fumes and particles properly exhausted through permanent exhaust systems; lighting adequate in all work spaces; No work benches in bays; meet all OSHA standards
- Work areas: Most work benches permanently installed; surfaces designed for process or activity; bench lights available and working; full utilities (e.g., single, three phase current, water, air) provided for all activities
- Overhead garage doors must provide for one hand operation (close/open)

AMBER

- Appearance: Bays and work areas can be adequately cleaned; separate storage available for parts and tools; no separate patron storage
- Safety: Hazardous fumes and particles sometimes exhaust from building; most lighting adequate; no work benches in bays
- Work areas: Some work benches permanently installed; surfaces appropriate for some processes; bench lighting not available at all benches; sufficient utilities for most activities

RED

- Appearance: Design or surfaces prevent adequate cleaning; no storage for parts or tools; patron owned part stored on floor
- Safety: Hazardous fumes, particles not exhausted from building; lighting inadequate or unavailable; work benches in bays
- Work areas: No permanent work benched; no bench lighting; utilities inadequate or not available

RECREATION FACILITIES STANDARDS BOOKLET

ARTS AND CRAFTS CENTER

GREEN

- Layout and appearance: Display areas and cases permanently installed; separate work areas for each activity; separate storage available for supplies and materials
- Retail sales area: Sales area separate from work areas, customers walk in to shop; merchandise displays permanently installed; secure storage and pricing area adjacent
- Safety: Hazardous fumes, particles properly exhausted from building; separate exhausting for photo development, ceramics, woodworking, art metals, dying, painting when multiple functions in same facility; meet all OSHA standards
- Work areas: work benches and tables permanently installed; surfaces designed for process or activity; tables and workbenches appropriate height for activity; bench lights installed and working; full utilities (e.g., single, three phase current, water, etc.) provided for all activities

AMBER

- Layout and appearance: Surfaces undamaged, but not modern or decorated to promote activity; no permanent display areas or cases; separate storage available for supplies and materials not in use
- Retail sales area: Separate sales area; no permanent merchandise display systems; merchandise stored in scattered locations
- Safety: Some areas have installed hazardous exhausts; hazardous materials storage provided
- Work areas: Some benches and tables permanently installed; surfaces appropriate for some processes; Installed benches and tables of uniform size and height; bench lighting not available at all work stations; sufficient utilities for most activities

RED

- Layout and appearance: Surfaces damaged; not decorated to promote activity; no display areas; materials not in use remain in work areas
- Retail sales area: No separate sales area; customer request merchandise at activity, work counter; storage inadequate, unavailable
- Safety: Hazardous fumes, particles not exhausted from building; hazardous materials storage inadequate, unavailable
- Work areas: No permanently installed work benches or tables; no bench lighting; utilities inadequate or not available

RECREATION FACILITIES STANDARDS BOOKLET

YOUTH CENTER

GREEN

- Large multipurpose room: Wood or synthetic floor surface; safety zones meet program criteria for playing, safe overrun; end walls padded
- Small multipurpose (dance studio) room: Plastic wall mirrors; support bars wall mounted; hardwood floor
- Project room: Separate, secure storage for individual projects; separate flammable material storage
- Snack bar: Domestic kitchen, containing a double door refrigerator, cook top, oven, microwave and double section sink with garbage disposal; full utilities
- Interior standards: All door have vision panels, are lockable; interior design coordinated; epoxy paint used throughout
- Located in or near housing area(s); standard design; facility fully visible when driving by; areas clean of hazards, underbrush, growth which offer concealment; separate maintenance access road controlled by barrier, restrictive device; drop-off zone separate from main road, accommodates buses; meets current NFPA 101 life safety codes
- Sports fields and courts: Dedicated to youth program use; meet age and skill level requirements; located near youth center; clearly visible from road; free of holes, hidden hazards; lights work and are securable; bleachers passes safety inspection with no repair outstanding; controlled road access

AMBER

- Large multipurpose room: Floor is vinyl or linoleum on concrete; bleachers, equipment intrude on safety zones
- Small multipurpose (dance studio) room: Plastic wall mirrors; support bars not wall mounted; vinyl or linoleum floor
- Project room: Separate, secure storage for individual projects; no proper flammable material storage
- Snack bar: Household kitchen equipment; single door refrigerator, no garbage disposal, single section sink; utilities adequate
- Interior standards: Some doors have vision panels, are lockable; vinyl or fabric wall coverings
- Located near housing area(s), allows access by foot, bicycle; not near main highway, heavy traffic area; facility partially visible from road; separate maintenance access road, no barrier; drop-off area separate from main road, cannot accommodate buses
- Sports fields and courts: Shared use; can be modified to meet age and skill level requirements; not located near youth center; partially visible from road; free of hazards; areas need repair; some lights work and are securable; bleachers provisionally approved for use with repair needed; partially controlled road access

RED

- Large multipurpose room: Concrete floor; bleachers, equipment extend into playing areas; no padding on end walls
- Small multipurpose (dance studio) room: Glass wall mirrors; support bars not wall mounted; concrete floor or surfaces cracked and broken
- Project room: No separate secure storage; no proper flammable material storage
- Snack bar: Kitchen equipment inadequate; utilities inadequate
- Interior standards: No doors have vision panels, no lock; walls, floors, ceilings damaged
- Not located near housing area(s), not accessible on foot, bicycle; near, across main highway, heavy traffic area; facility cannot be seen from road; no maintenance access road; not separate drop-off area
- Sports fields and courts: Shared use; cannot be modified to meet age and skill level requirements; not located near youth center; not visible from road; have holes, hazards; lights do not work or are unsafe; road access uncontrolled

RECREATION FACILITIES STANDARDS BOOKLET

LIBRARY

GREEN

- Customer Service and Public Access Areas – adequate and separate areas/rooms for entrance/foyer; circulation processes; reference to include reference desk; periodicals/newspapers (including reading area); photocopying, typing and faxing; reading; display of new materials; study carrels; customer use multimedia computer workstations with supporting IT telecommunications; children's library; integral, external book drop; bookcases; and restrooms. Circulation area readily accessible to entrance and has clear visibility of high traffic areas. Children's room shall be within easy access to the circulation area. Separate rooms shall be available as viewing/listening rooms for multimedia materials, study rooms, and multi-purpose rooms for customer use. Viewing/listening and study rooms to offer sound control. All areas to have, as appropriate, load bearing floors/walls, sufficient space for seating, tables, display shelves and cabinets, desks, storage cabinets, study carrels, computer carrels, bookcases.
- Technical Services Area – The library shall have a technical services room with an external receiving area, adequate working space, electrically maneuvered bookcases, storage area with sufficient secure storage, sink with hot and cold running water.

(CONTINUED ON NEXT PAGE)

AMBER

- Customer Service and Public Access Areas – separate circulation area offering clear visibility to high traffic areas and readily accessible to entrance; no foyer; reference area but no space for reference desk; periodicals/newspapers area (including reading area); photocopying but no space for typing or fax; reading area; adequate space for study carrels; external book drop; and restrooms. Children's area not a separate room but is within easy access to the circulation area. No separate rooms for viewing/listening of multimedia materials, no separate study rooms, and no multi-purpose rooms for customer use. All areas have, as appropriate, load bearing floors/walls, space for general seating, study desks/carrels, tables, display shelves. There is inadequate space for display of new materials, bookcases, computer carrels and storage cabinets.
- Technical Services Area – Technical service room has an external receiving area, has adequate work space, static book cases (not electrically maneuvered), inadequate storage area with insufficient secure storage, sink with no hot water.

RED

- Customer Service and Public Access Areas – circulation area with poor visibility of high traffic areas and not readily accessible to entrance/exit; reference area but no space for reference desk; periodicals/newspapers area; reading area; no display area for new materials; no photocopy area; children's area is not within easy access to circulation area. There is insufficient space for seating, tables, display shelves, study carrels, and desks. Restrooms not located within the library.
- Technical Services Area – No separate room; technical services area visible to customers; no external receiving area; bulk shipments arrive through the front door of the library; inadequate storage area with insufficient secure storage; no sink available.

RECREATION FACILITIES STANDARDS BOOKLET

LIBRARY CON'T

GREEN

- Administrative Areas – Libraries shall have staff offices, break rooms, and staff lockers.
- Structure – Structure shall have barrier free access; all customer service areas and public access areas are accessible to wheelchair by ramp or elevator; clear uniform signage is used throughout the facility.
- Utilities – Air conditioning, heating and humidity systems required for customer comfort, protection of equipment, and to avoid deterioration of library materials; grounded outlets available in sufficient quantities to permit use of all equipment; electrical and IT telecommunications support for computer equipment, networks and Internet access; good lighting throughout the library. Security system in place.
- Location/Grounds – Libraries to be located in high traffic areas and be equally accessible to everyone on the installation, bicycle racks available.

AMBER

- Administrative Areas – Library with one staff office, a break room but no staff lockers.
- Structure – Structure with barrier free access; all customer service areas accessible to wheelchair by ramp or elevator; uniform signage is not used throughout the facility.
- Utilities – Heating is available but air conditioning and humidity controls are sporadic. Grounded outlets are available in sufficient quantities; IT telecommunications lines for computer equipment, networks and Internet access is limited. Library has adequate lighting. DSN and commercial voice communications are available. There is no security system in place.
- Location/Grounds – Library is not centrally located and is not visible to high traffic areas. No bicycle rack.

RED

- Administrative Areas – One staff office, no break room, and no staff lockers.
- Structure – Structure and customer service/public service areas are not handicap accessible; uniform signage is not used throughout facility.
- Utilities – Heating is available but air conditioning and humidity controls are nonexistent. Number of grounded outlets are insufficient; IT telecommunications lines are not available to the library for computer support. Lighting is poor. DSN and commercial voice communications are available.

RECREATION FACILITIES STANDARDS BOOKLET

RECREATION CENTER

GREEN

- Activity areas: Open, large multipurpose room with: platform, proper acoustics for noise-generating activities, fully functional installed sound and light system, floor surface to meet multi-use needs, and movable divider walls. Enclosed multipurpose areas with: adequate secure storage, proper acoustics, appropriate task lighting, built-in sink and clean-up area, connectivity to support computer center and carrels. TV lounge with space for large screen TV, proper acoustics to reduce sound transfer, appropriate task lighting.
- Secure storage area
- Kitchen: Commercial grade equipment and full utilities to meet program needs.
- Telephone lounge allowing 24-hour access with separate entrance securable from main facility. One booth handicap accessible.

(CONTINUED ON NEXT PAGE)

AMBER

- Activity areas: Large multipurpose room with proper acoustics for noise-generating activities, portable light and sound system, and wood floor. Enclosed multipurpose areas with storage, some acoustic paneling, general lighting, sink and clean-up area, space for computer stations. Separate TV lounge with adequate space.
- Adequate secure storage area(s)
- Kitchen with household quality equipment and insufficient utilities and space to meet program needs.
- Pay telephone outside building.

RED

- Activity areas: Small multipurpose room. Insufficient space for large group activities; proper acoustics lacking. No separate TV lounge. No separate small activity rooms. No light and sound system. Inadequate or no task lighting.
- No separate secure storage areas.
- No kitchen.
- No telephones or connectivity for customers.

RECREATION FACILITIES STANDARDS BOOKLET

RECREATION CENTER CON'T

GREEN

- Administrative Activity Area – Offices and central control center with visibility to all high traffic areas, entrance and lobby. Able to control PA system, lighting and distribute equipment. Adequate connectivity.
- Interior decorated in contemporary, comfortable and appealing fashion. Ventilation system maintains appropriate temperatures in large and small group activity areas. Clear, uniform signage used throughout facility.
- Located in high traffic area on a main thoroughfare and equally accessible to everyone on the installation.

AMBER

- Administrative Activity Area – Limited visibility of high traffic areas, entrance, and lobby. No central control for lighting, PA system. No connectivity.
- Interior decorations and furnishings outdated. Hand written signage.
- Not centrally located in high traffic area.

RED

- Administrative Activity Area – Not centrally located and no visibility of high traffic areas.
- Interior is drab and poorly lit. No signage. No temperature control for individual activity areas.
- Located in remote area of post with little or no traffic.

RECREATION FACILITIES STANDARDS BOOKLET

CLUBS/THEME CONCEPTS (Full Service/Snack Bars)

GREEN

- Dining room and banquet rooms use coordinated interior design; full utility support for all activities; Heating, Ventilation and air-conditioning(HVAC) system maintains normal comfort cooling and heating
- Bar and lounge well ventilated; lighting appropriate and functional
- Commercial installed kitchen equipment; fully ventilated and exhausted; sufficient, separate storage; three compartment sink; nonskid tile floor, ceramic tile walls, sufficient lights

AMBER

- Dining room and banquet rooms have conduit and piping concealed or painted to match walls; humidity in most instances; utilities adequate; HVAC maintains most areas in normal comfort cooling and heating
- Bar and lounge well ventilated; conduit and pipes concealed or painted to match walls
- Commercial installed kitchen equipment; adequate exhaust; restricted space and storage areas; two compartment sink; floor, wall tiles stained, faded; adequate layout

RED

- Dining and banquet rooms have exposed pipes, conduit; damaged floor and wall coverings, ceiling tiles; lighting inadequate, incompatible with theme; dysfunctional floor plan and layout; leaking plumbing, drain problems; HVAC does not maintain normal comfort cooling and heating
- Bar and lounge inadequately ventilated; floors, ceiling and walls damaged, patched; exposed pipes and conduit; leaking plumbing, drainage problems
- Household kitchen equipment; lighting inadequate; inadequate, no exhaust; cement floors, walls damaged; leaking overhead sewage pipes, plumbing problems throughout

RECREATION FACILITIES STANDARDS BOOKLET

BOWLING CENTER

GREEN

- Lanes and pinsetting equipment meet American Bowling Congress and Women's International Bowling Congress standards; lanes, equipment, automatic scoring devices maintained according to manufactures' specifications
- Appropriately designed game room; vinyl wall coverings with matching trim, tile floors, upgraded ceiling, suitable lighting; noise attenuation installed
- Bar and lounge well ventilated, aesthetically pleasing; lighting appropriate and functional
- Commercial installed snack bar and kitchen equipment; fully ventilated and exhausted; sufficient separate storage; nonskid tile floor, ceramic tile walls, sufficient lights
- Fire suppressant system checked and operational

AMBER

- Lanes and pinsetting equipment meet minimum standard for certification, require constant maintenance; lanes, equipment and automatic scoring equipment not maintained to schedule
- Separate game room; floors worn, interior finishes marred; sufficient trafficway space
- Bar and lounge well ventilated; conduit and pipes concealed or painted to match walls
- Commercial installed snack bar equipment; adequate exhaust; restricted space and storage areas; two compartment sink; floor, wall tiles stained, faded
- Fire suppressant system operational

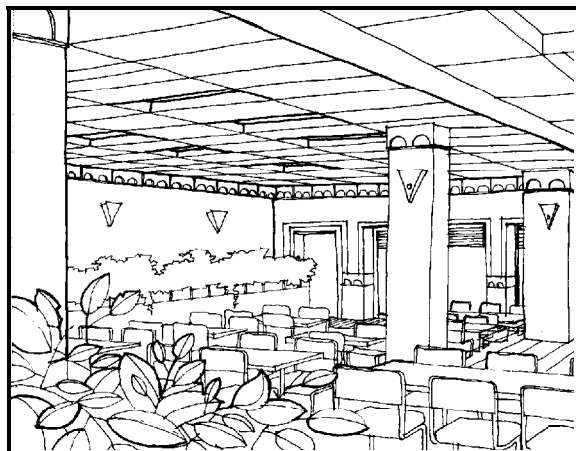
RED

- Lanes cannot be certified, no automatic scoring devices; lanes cracked and separating, pinsetters frequently inoperable; center appears drab and outdated
- No separate games room; floor tiles damaged; lights missing or broken
- Bar and lounge inadequately ventilated; floor, ceiling and walls damaged, patched; exposed pipes and conduit; leaking plumbing, drainage problems
- Household kitchen equipment in snack bar kitchen; lighting inadequate, no exhaust; cement floors, walls damaged; leaking overhead sewage pipes, plumbing problems throughout
- Fire suppressant system inoperable

RECREATION FACILITIES STANDARDS BOOKLET

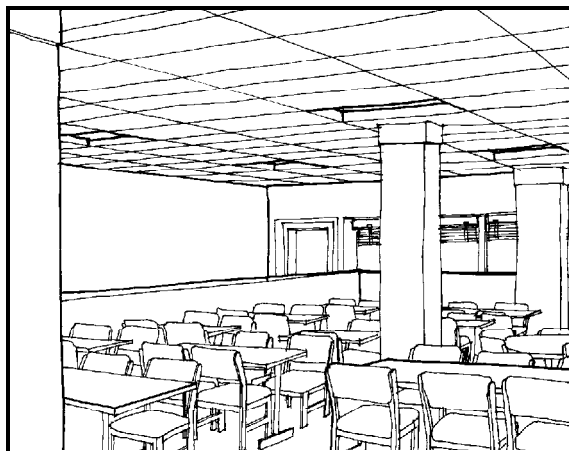
EATING FACILITIES

GREEN



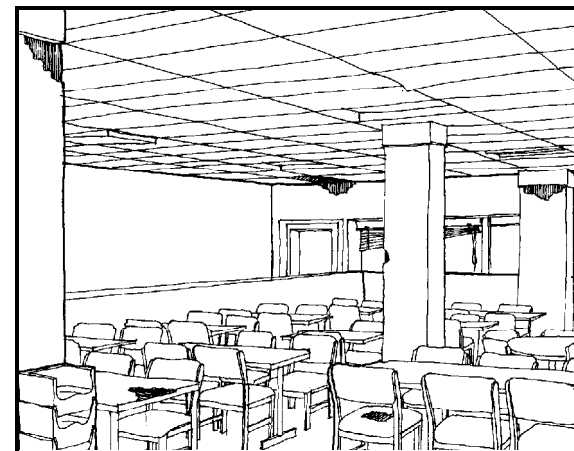
- Coordinated interior design for wall, ceiling, floor of good quality
- Sufficient heating, cooling and ventilation
- Fully equipped kitchen and serving area
- Integrated lighting system with emergency lights

AMBER



- Wall, ceiling, floor in good condition
- Air-conditioning by window unit
- Marginally equipped kitchen and service area
- Adequate light, emergency lights with battery

RED



- Wall, ceiling, floor cracked, worn and damaged
- Inadequate heating, cooling and ventilation
- Incomplete kitchen and service area
- Poor lighting, no emergency lighting

RECREATION FACILITIES STANDARDS BOOKLET

EQUIPMENT CHECKOUT CENTER

GREEN

- Layout and appearance: Display areas and cases permanently installed; separate work areas for equipment maintenance, storage available for supplies and materials
- Retail sales area: Sales area separate from work areas, customers walk in to shop; merchandise displays permanently installed; secure storage and pricing area adjacent
- Safety: Hazardous fumes, particles properly exhausted from building or collected, petroleum products properly stored; meet all OSHA standards
- Work areas: work benches and tables permanently installed; surfaces designed for process or activity; tables and workbenches appropriate height for activity; bench lights installed and working; full utilities (e.g., single, three phase current, water, etc.) provided for all activities
- Gun/ammunition safe located out of site available for proper storage.
- Administrative Activity Area – Offices and central control center with visibility to all high traffic areas, entrance and lobby. Able to control environmental, lighting controls. Computer connectivity.

AMBER

- Layout and appearance: Surfaces undamaged, but not modern or decorated to promote activity; no permanent display areas or cases; separate storage available for supplies and materials not in use
- Retail sales area: Separate sales area; no permanent merchandise display systems; merchandise stored in scattered locations
- Safety: Some areas have installed hazardous exhausts; hazardous materials storage provided
- Work areas: Some benches and tables permanently installed; surfaces appropriate for some processes; Installed benches and tables of uniform size and height; bench lighting not available at all work stations; sufficient utilities for most activities
- Gun/ammunition safe in building
- Administrative Activity Area- Limited office area. No controls over building environment. No connectivity

RED

- Layout and appearance: Surfaces damaged; not decorated to promote activity; no display areas; materials not in use remain in work areas
- Retail sales area: No separate sales area; customer request merchandise at activity, work counter; storage inadequate, unavailable
- Safety: Hazardous fumes, particles not collected/from building; hazardous materials storage inadequate, unavailable
- Work areas: No permanently installed work benches or tables; no bench lighting; utilities inadequate or not available
- No Gun/ammunition safe available.
- Administrative Activity Area-No office space.